

Submit one (1) original and four (4) copies of this checklist along with its contents.

Original

Copy \_\_\_ of 4

## Youth Affiliate Application Checklist LOG # \_\_\_\_\_

Service Location: \_\_\_\_\_ Agency \_\_\_\_\_

The documents submitted for this application must be packaged in the same order as the checklist below. Please bind each section below separately using 2 inch Prong Fasteners.

1

- Agency Information Form
- Executive Summary (specific to this Youth Affiliate Application)
- Youth Affiliate Application Narrative (specific to this Youth Affiliate Application)

2

- 1Y In-School Budget (If requesting 1Y In-School Funding under this application)
- 1Y In-School Budget Narrative (If requesting 1Y In-School Funding under this application)
- 1Y Out-of-School Budget (If requesting 1Y Out-of-School Funding under this application)
- 1Y Out-of-School Budget Narrative (If requesting 1Y Out-of-School Funding under this application)

3

- Organizational Chart
- Memorandum of Understanding (MOU) with partners
- Draft Subcontract (if applying with subcontractors)
- Job Titles and Descriptions
- Resumes Organized by Job Title
- List of employees proposed for the WIA project and their length of time employed by the respondent
- List of Board Members (including their addresses)
- Map of Service Location
- Letters of Support
- Agency Declaration